

# NOTICE TO ALL STATE EMPLOYEES

## -- FAMILY AND MEDICAL LEAVE--

### UPCOMING CHANGES IN THE "12-MONTH PERIOD" FOR USING FMLA LEAVE

The Family and Medical Leave Act (FMLA) allows qualifying employees to use up to 12 weeks of job-protected, unpaid, leave for certain family and medical reasons within a 12-month period. Under the law, employers have several choices or methods for determining which "12-month period" will be used.

Effective January 1, 2007, the Executive Branch of Utah state government will change the way the "12-month period" is determined for employees who qualify to use family and medical leave.

Until December 31, 2006: The "rolling year" is the 12-month period in which up to 12 weeks of family and medical leave may be authorized.

Starting January 1, 2007: The calendar year (January 1 through December 31) is the 12-month period in which up to 12 weeks of family and medical leave may be authorized.

*For example:* An employee used a total of four weeks of family and medical leave in 2006, from May 1 through May 26. In October 2006, the employee used an additional two weeks of family and medical leave from October 16 through October 27.

As of January 1, 2007, the employee, if eligible, would now have up to 12 weeks of family and medical leave available for use through December 31, 2007, and up to 12 weeks of family and medical leave available for use every January 1 through December 31 thereafter.

For answers to specific questions you may have about how these changes of the Family and Medical Leave Act affects you, please contact your local staff in the Department of Human Resource Management.